Executive Summary – Enforcement Matter – Case No. 41710 City of Kerrville RN101425296 Docket No. 2011-0825-PWS-E

Order Type:

1660 Agreed Order

Findings Order Justification:

N/A

Media:

PWS

Small Business:

No

Location(s) Where Violation(s) Occurred:

1000 Thompson Drive, Kerrville, Kerr County

Type of Operation:

Public water supply

Other Significant Matters:

Additional Pending Enforcement Actions: No

Past-Due Penalties: No

Other: N/A

Interested Third-Parties: None

Texas Register Publication Date: September 23, 2011

Comments Received: No

Penalty Information

Total Penalty Assessed: \$695

Amount Deferred for Expedited Settlement: \$0

Amount Deferred for Financial Inability to Pay: \$0

Total Paid to General Revenue: \$695 Total Due to General Revenue: \$0

Payment Plan: N/A

SEP Conditional Offset: \$0

Name of SEP: N/A

Compliance History Classifications:

Person/CN - Average

Site/RN - Average by Default

Major Source: Yes

Statutory Limit Adjustment: N/A

Applicable Penalty Policy: September 2002

Executive Summary – Enforcement Matter – Case No. 41710 City of Kerrville RN101425296 Docket No. 2011-0825-PWS-E

Investigation Information

Complaint Date(s): N/A

Complaint Information: N/A

Date(s) of Investigation: February 24, 2011

Date(s) of NOE(s): February 24, 2011

Violation Information

Alleged to have exceeded the maximum contaminant level ("MCL") of 0.080 milligrams per liter ("mg/L") for total trihalomethanes ("TTHM") based on the running annual average [30 Tex. Admin. Code § 290.113(f)(4) and Tex. Health & Safety Code § 341.0315(c)].

Corrective Actions/Technical Requirements

Corrective Action(s) Completed:

N/A

Technical Requirements:

The Order will require the Respondent to:

a. Within 365 days, return to compliance with the running annual average MCL for TTHM; and

b. Within 380 days, submit written certification demonstrating compliance.

Litigation Information

Date Petition(s) Filed: N/A Date Answer(s) Filed: N/A SOAH Referral Date: N/A Hearing Date(s): N/A Settlement Date: N/A

Contact Information

TCEQ Attorney: N/A

TCEQ Enforcement Coordinator: Katy Schumann, Enforcement Division,

Enforcement Team 2, MC 169, (512) 239-2602; Debra Barber, Enforcement Division,

MC 219, (512) 239-0412

TCEQ SEP Coordinator: N/A

Respondent: Todd Parton, City Manager, City of Kerrville, 800 Junction Highway,

Kerrville, Texas 78028

The Honorable David Wampler, Mayor, City of Kerrville, 800 Junction Highway,

Kerrville, Texas 78028

Respondent's Attorney: N/A

Penalty Calculation Worksheet (PCW) Policy Revision 2 (September 2002) PCW Revision October 30, 2008 Assigned 23-May-2011 PCW 20-Jun-2011 Screening 24-May-2011 EPA Due 30-Apr-2011 RESPONDENT/FACILITY INFORMATION Respondent City of Kerrville Reg. Ent. Ref. No. RN101425296 Facility/Site Region 13-San Antonio Major/Minor Source Major CASE INFORMATION Enf./Case ID No. 41710 No. of Violations 1 Docket No. 2011-0825-PWS-E Media Program(s) Public Water Supply Order Type 1660 Government/Non-Profit Yes Enf. Coordinator Katy Schumann Multi-Media EC's Team Enforcement Team 2 Admin. Penalty \$ Limit Minimum \$50 Maximum \$1,000 Penalty Calculation Section TOTAL BASE PENALTY (Sum of violation base penalties) \$500 Subtotal 1 ADJUSTMENTS (+/-) TO SUBTOTAL 1 Subtotals 2-7 are obtained by multiplying the Total Base Penalty (Subtotal 1) by the indicated percentage. Compliance History 14.0% Enhancement Subtotals 2, 3, & \$70 Enhancement for two NOVs with same/similar violations and two NOVs with dissimilar violations. **Culpability** Yes 25.0% Enhancement Subtotal 4 \$125 The Respondent received an Alert Letter for total trihalomethanes Notes ("TTHM") exceedances, dated August 10, 2010. Good Faith Effort to Comply Total Adjustments Subtotal 5 \$0 _______0.0% Enhancement* Subtotal 6 **Economic Benefit** \$0 Total EB Amounts *Capped at the Total EB \$ Amount \$480 Approx. Cost of Compliance SUM OF SUBTOTALS 1-7 \$695 Final Subtotal OTHER FACTORS AS JUSTICE MAY REQUIRE \$0 Adjustment Reduces or enhances the Final Subtotal by the indicated percentage. Notes

STATUTORY LIMIT ADJUSTMENT

Notes

PAYABLE PENALTY

Reduces the Final Assessed Penalty by the indicted percentage. (Enter number only; e.g. 20 for 20% reduction.)

No deferral due to culpability.

Final Penalty Amount

Final Assessed Penalty

Adiustment

Reduction

\$695

\$695

\$695

\$0

PCW

Policy Revision 2 (September 2002) PCW Revision October 30, 2008

Respondent City of Kerrville Case ID No. 41710

Reg. Ent. Reference No. RN101425296

Media [Statute] Public Water Supply
Enf. Coordinator Katy Schumann

omponent	ry Site Enhancement (Subtotal 2) Number of	Enter Number Here	Adjust
NOVs	Written notices of violation ("NOVs") with same or similar violations as those in the current enforcement action (number of NOVs meeting criteria)	2	10%
	Other written NOVs	2	4%
	Any agreed final enforcement orders containing a denial of liability (number of orders meeting criteria)	0	0%
Orders	Any adjudicated final enforcement orders, agreed final enforcement orders without a denial of liability, or default orders of this state or the federal government, or any final prohibitory emergency orders issued by the commission	0	0%
Judgments and Consent	Any non-adjudicated final court judgments or consent decrees containing a denial of liability of this state or the federal government (number of judgements or consent decrees meeting criteria)	0	0%
Decrees	Any adjudicated final court judgments and default judgments, or non- adjudicated final court judgments or consent decrees without a denial of liability, of this state or the federal government	0	0%
Convictions	Any criminal convictions of this state or the federal government (<i>number of counts</i>)	0	0%
Emissions	Chronic excessive emissions events (number of events)	0	0%
Audits	Letters notifying the executive director of an intended audit conducted under the Texas Environmental, Health, and Safety Audit Privilege Act, 74th Legislature, 1995 (number of audits for which notices were submitted)	0	0%
	Disclosures of violations under the Texas Environmental, Health, and Safety Audit Privilege Act, 74th Legislature, 1995 (<i>number of audits for which violations were disclosed</i>)	0	0%
		ase Enter Yes or No	
	Environmental management systems in place for one year or more	No	0%
Other	Voluntary on-site compliance assessments conducted by the executive director under a special assistance program	No	0%
	Participation in a voluntary pollution reduction program	No	0%
	Early compliance with, or offer of a product that meets future state or federal government environmental requirements	No	0%
	Adjustment Per	centage (Sub	total 2)
et Violator (Subtotal 3)		
No	Adjustment Per	centage (Sub	total 3)
liance Histo	ry Person Classification (Subtotal 7)		
Average Pe	rformer Adjustment Per	centage (Sub	total 7)
liance Histo	ry Summary		-
Compliance History Notes	Enhancement for two NOVs with same/similar violations and two NOVs with dissir	nilar violations.	
	Total Adjustment Percentage (S		

Screening Date	•	Docket No	. 2011-0825-P		PCW
Respondent Case ID No.				•	on 2 (September 2002) vision October 30, 2008
Reg. Ent. Reference No.				- FCW RE	vision October 30, 2008
Media [Statute]	Public Water Supply				and the state of
Enf. Coordinator Violation Number					1.5
	202000000000000000000000000000000000000	J- 6 200 410/0/40 J T-			
Rule Cite(s)	30 Tex. Admin. Co	ode § 290.113(f)(4) and Te 341.0315(c)	ix, Health & Sal	ety Code §	
Violation Description	per liter ("mg/L") for T the time of the record re	e maximum contaminant le FHM based on the running eview, it was documented t I was 0.087 mg/L for the th	annual average that the running	. Specifically, at annual average	en e
	Ī	ng/L for the fourth quarter	af 2010.		
***************************************				Base Penalty	\$1,000
>> Environmental, Proper	ty and Human Hea	lth Matrix			
Release	Harm Major Modera				
OR Actual					
Potential			Percent	50%	
>>Programmatic Matrix					
Falsification	Major Modera	te Minor	···		
			Percent	0%	
Matrix Customars o	f the Escility have been a	xposed to significant amou	ote of pollutant	- which did not	
Matrix Customers o		els protective of human hea		S WEIICH CHU HOC	
		٨	djustment	\$500	
		•			
				L	\$500
Violation Events					200
Number of V	iolation Events 1	183	Number of vic	lation days	
				,	
	daily weekly				·
	monthly				
mark only one with an x	quarterly		Violatio	n Base Penalty	\$500
	semiannual x				
	single event				
araniaren usun.		SS (1.53) (11) (13) (14) (15) (15) (15) (15) (15) (15) (15) (15			-
	One ann	ual event is recommended			
Good Faith Efforts to Comp	o.c	0% Reduction			\$0
	Before NC Extraordinary	OV NOV to EDPRP/Settlement (Offer		
	Ordinary				
	N/A X	(mark with x)	<u> </u>		7996011.1
	The Resp	ondent does not meet the	good faith criter	ia for	Mercent Park
	Notes	this violation.			***************************************
	<u> </u>				
			Vio	lation Subtotal	\$500
Economic Benefit (EB) for	this violation		Statutory I	imit Test	
Estimate	d EB Amount	\$480	Violation Fina	Penalty Total	\$695
	Paramore in production and the second	violation Final Assessed		-	\$695
	HIIS V	noiation Findi Assessed	renany (du)US	ceu ivi mmis)[_	\$095]

Ent. Reference No. Media Violation No.	Public Water S					Percent Interest	Years of Depreciation
violation No.	1					5.0	15
	Item Cost	Date Required	Final Date	Yrs In	terest Saved		EB Amount
Item Description	No commas or \$						
Delayed Costs		v v		1	#0	r +0	
Equipment Buildings				0.00	\$0 \$0	\$0 \$0	\$0 \$0
Other (as needed)				0.00	\$0	\$0 \$0	\$0 \$0
gineering/construction		i		0.00	\$0	\$0	\$0
Land				0.00	\$0	n/a	\$0
Record Keeping System				0.00	\$0	n/a	\$0
Training/Sampling				0.00	\$0	n/a	\$0
Remediation/Disposal				0.00	\$0	rı/a	\$0
Permit Costs		n i		0.00	\$0	n/a	\$0
Other (as needed)	\$5.000 The delaye	1-Jul-2010	1-Jun-2012 e estimated an	1.92	\$480 ne Facility to in	n/a	\$480
Other (as needed) otes for DELAYED costs	The delaye disinfection	ed cost includes th n, calculated from	e estimated an the first quarte	1.92 nount for the er of nonco	ne Facility to in Impliance to the		\$480 stive form of compliance.
Other (as needed)	The delaye disinfection	ed cost includes th n, calculated from	e estimated an the first quarte	1.92 nount for the er of nonco	ne Facility to in Impliance to the	n/a nplement an alterna e estimated date of	\$480 stive form of compliance.
Other (as needed) otes for DELAYED costs Avoided Costs	The delaye disinfection	ed cost includes th n, calculated from	e estimated an the first quarte	1.92 nount for the of nonco	ne Facility to in mpliance to the tem (except	n/a nplement an alterna e estimated date of for one-time avoid	\$480 Itive form of compliance.
Other (as needed) otes for DELAYED costs Avoided Costs Disposal Personnel	The delaye disinfection	ed cost includes th n, calculated from	e estimated an the first quarte	nount for the of nonco	ne Facility to in impliance to the tem (except \$0 \$0 \$0	n/a inplement an alterna e estimated date of for one-time avoid \$0 \$0 \$0	\$480 ative form of compliance. ded costs) \$0 \$0
Other (as needed) lotes for DELAYED costs Avoided Costs Disposal Personnel on/Reporting/Sampling Supplies/equipment	The delaye disinfection	ed cost includes th n, calculated from	e estimated an the first quarte	1.92 nount for the of nonco	ne Facility to in impliance to the tem (except \$0 \$0 \$0 \$0	n/a nplement an alterna e estimated date of for one-time avoic \$0 \$0 \$0 \$0	\$480 stive form of compliance. ded costs) \$0 \$0 \$0 \$0
Other (as needed) Notes for DELAYED costs AVOIDED COSTS Disposal Personnel on/Reporting/Sampling Supplies/equipment Financial Assurance [2]	The delaye disinfection	ed cost includes th n, calculated from	e estimated an the first quarte	1.92 nount for the rot nonco	ne Facility to in impliance to the tem (except \$0 \$0 \$0 \$0 \$0	n/a nplement an alterna e estimated date of for one-time avoic \$0 \$0 \$0 \$0 \$0	\$480 stive form of compliance. ded costs) \$0 \$0 \$0 \$0 \$0
Other (as needed) lotes for DELAYED costs Avoided Costs Disposal Personnel on/Reporting/Sampling Supplies/equipment Financial Assurance [2] -TIME avoided costs [3]	The delaye disinfection	ed cost includes th n, calculated from	e estimated an the first quarte	1.92 nount for the rof nonco	ne Facility to in impliance to the tem (except \$0 \$0 \$0 \$0 \$0 \$0	n/a nplement an alterna e estimated date of for one-time avoid \$0 \$0 \$0 \$0 \$0 \$0 \$0	\$480 stive form of compliance. ded costs) \$0 \$0 \$0 \$0 \$0 \$0
Other (as needed) otes for DELAYED costs Avoided Costs Disposal Personnel on/Reporting/Sampling Supplies/equipment Financial Assurance [2]	The delaye disinfection	ed cost includes th n, calculated from	e estimated an the first quarte	1.92 nount for the rot nonco	ne Facility to in impliance to the tem (except \$0 \$0 \$0 \$0 \$0	n/a nplement an alterna e estimated date of for one-time avoic \$0 \$0 \$0 \$0 \$0	\$480 stive form of compliance. ded costs) \$0 \$0 \$0 \$0 \$0

mounted fan in these enclosures failed to work at the Meadowview Well, Alpine Well, and Lois Street Well.

Self Report?

Classification: Minor

Citation:

30 TAC Chapter 290, SubChapter D 290.43(e)

Description:

Failure to maintain the intruder resistant fences around the the Lois Street

ground storage tank, the Stadium #2 ground storage tank and the River Hill

elevated storage tank.

Self Report?

30 TAC Chapter 290, SubChapter D 290.46(t)

Citation: Description:

Failure to provide a system ownership sign with an emergency telephone

number in plain view of the public at the Methodist Encampment elevated ground

storage tank.

Self Report?

NO

Classification:

Classification:

Classification:

Classification:

Moderate

Minor

Moderate

Moderate

Moderate

Citation:

30 TAC Chapter 290, SubChapter D 290.41(b)

Description:

Failure to provide a surface water source that has a safe yield capable of

supplying the maximum daily demands of the distribution system during extended

periods of peak usage and critical hydrologic conditions.

Date: 07/30/2010 (828814)

CN600522858

Self Report?

30 TAC Chapter 290, SubChapter D 290.42(d)(13)

Citation: Description:

Failure to label all chemical feed lines in the surface water treatment plant.

Self Report?

NO

Citation:

30 TAC Chapter 290, SubChapter D 290.42(d)(2)

Description:

Failure to insure against cross connections at the water treatment plant. Classification: Moderate

Self Report? Citation:

30 TAC Chapter 290, SubChapter D 290.46(t)

Description:

Failure to post an ownership sign at one of the water production facilities.

Self Report?

NO

Classification:

Classification:

Classification:

Citation:

30 TAC Chapter 290, SubChapter D 290.42(e)(3)(C)

Description:

Failure to provide a functional standby chlorination unit for the filtered water.

Date: 12/20/2010 (905326)

CN600522858

Self Report?

30 TAC Chapter 290, SubChapter F 290.113(f)(4)

Citation: Description:

Violated the maximum contaminant level for trihalomethanes during the third

quarter of 2010.

Date: 12/23/2010 (906416)

CN600522858

Self Report?

NO

30 TAC Chapter 290, SubChapter F 290.113(f)(4)

Citation: Description:

Violated the maximum contaminant level for trihalomethanes during the fourth

quarter of 2010.

Environmental audits. F.

Type of environmental management systems (EMSs).

N/A

Voluntary on-site compliance assessment dates.

N/A

Participation in a voluntary pollution reduction program. I.

N/A

J. Early compliance.

N/A

Sites Outside of Texas

N/A

Texas Commission on Environmental Quality



IN THE MATTER OF AN	8	BEFORE THE
ENFORCEMENT ACTION	§	
CONCERNING	§	TEXAS COMMISSION ON
CITY OF KERRVILLE	§	
RN101425296	§	ENVIRONMENTAL QUALITY

AGREED ORDER DOCKET NO. 2011-0825-PWS-E

I. JURISDICTION AND STIPULATIONS

At its ______ agenda, the Texas Commission on Environmental Quality ("the Commission" or "TCEQ") considered this agreement of the parties, resolving an enforcement action regarding City of Kerrville ("the Respondent") under the authority of TEX. HEALTH & SAFETY CODE ch. 341. The Executive Director of the TCEQ, through the Enforcement Division, and the Respondent appear before the Commission and together stipulate that:

- 1. The Respondent owns and operates a public water supply at 1000 Thompson Drive in Kerrville, Kerr County, Texas (the "Facility") that has approximately 10,505 service connections and serves at least 25 people per day for at least 60 days per year.
- 2. The Commission and the Respondent agree that the Commission has jurisdiction to enter this Agreed Order, and that the Respondent is subject to the Commission's iurisdiction.
- 3. The Respondent received notice of the violations alleged in Section II ("Allegations") on February 25, 2011.
- 4. The occurrence of any violation is in dispute and the entry of this Agreed Order shall not constitute an admission by the Respondent of any violation alleged in Section II ("Allegations"), nor of any statute or rule.
- 5. An administrative penalty in the amount of Six Hundred Ninety-Five Dollars (\$695) is assessed by the Commission in settlement of the violations alleged in Section II ("Allegations"). The Respondent has paid the Six Hundred Ninety-Five Dollar (\$695) administrative penalty.

- 6. Any notice and procedures, which might otherwise be authorized or required in this action, are waived in the interest of a more timely resolution of the matter.
- 7. The Executive Director of the TCEQ and the Respondent have agreed on a settlement of the matters alleged in this enforcement action, subject to the approval of the Commission.
- 8. The Executive Director may, without further notice or hearing, refer this matter to the Office of the Attorney General of the State of Texas ("OAG") for further enforcement proceedings if the Executive Director determines that the Respondent has not complied with one or more of the terms or conditions in this Agreed Order.
- 9. This Agreed Order shall terminate five years from its effective date or upon compliance with all the terms and conditions set forth in this Agreed Order, whichever is later.
- 10. The provisions of this Agreed Order are deemed severable and, if a court of competent jurisdiction or other appropriate authority deems any provision of this Agreed Order unenforceable, the remaining provisions shall be valid and enforceable.

II. ALLEGATIONS

As owner and operator of the Facility, the Respondent is alleged to have exceeded the maximum contaminant level ("MCL") of 0.080 milligrams per liter ("mg/L") for total trihalomethanes ("TTHM") based on the running annual average, in violation of 30 Tex. Admin. Code § 290.113(f)(4) and Tex. Health & Safety Code § 341.0315(c), as documented during a record review conducted on February 24, 2011.

III. DENIALS

The Respondent generally denies each allegation in Section II ("Allegations").

IV. ORDERING PROVISIONS

1. It is, therefore, ordered by the TCEQ that the Respondent pay an administrative penalty as set forth in Section I, Paragraph 5 above. The payment of this administrative penalty and the Respondent's compliance with all the terms and conditions set forth in this Agreed Order resolve only the allegations in Section II. The Commission shall not be constrained in any manner from requiring corrective action or penalties for violations which are not raised here. Administrative penalty payments shall be made payable to "TCEQ" and shall be sent with the notation "Re: City of Kerrville, Docket No. 2011-0825-PWS-E" to:

> Financial Administration Division, Revenues Section Attention: Cashier's Office, MC 214 Texas Commission on Environmental Quality P.O. Box 13088 Austin, Texas 78711-3088

- 2. It is further ordered that the Respondent shall undertake the following technical requirements:
 - a. Within 365 days after the effective date of the Agreed Order, return to compliance with the running annual average MCL for TTHM, in accordance with 30 TEX. ADMIN. CODE § 290.113; and
 - b. Within 380 days after the effective date of this Agreed Order, submit written certification as described below, and include detailed supporting documentation including photographs, receipts, and/or other records to demonstrate compliance with Ordering Provision No. 2.a. The certification shall be notarized by a State of Texas Notary Public and include the following certification language:

"I certify under penalty of law that I have personally examined and am familiar with the information submitted and all attached documents, and that based on my inquiry of those individuals immediately responsible for obtaining the information, I believe that the submitted information is true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fines and imprisonment for knowing violations."

The certification shall be submitted to:

Order Compliance Team Enforcement Division, MC 149A Texas Commission on Environmental Quality P.O. Box 13087 Austin, Texas 78711-3087

with a copy to:

Disinfectant By-Products Coordinator Water Supply Division, MC 149A Texas Commission on Environmental Quality P.O. Box 13087 Austin, Texas 78711-0387

- 3. The provisions of this Agreed Order shall apply to and be binding upon the Respondent. The Respondent is ordered to give notice of the Agreed Order to personnel who maintain day-to-day control over the Facility operations referenced in this Agreed Order.
- 4. The Executive Director may grant an extension of any deadline in this Agreed Order or in any plan, report, or other document submitted pursuant to this Agreed Order, upon a

written and substantiated showing of good cause. All requests for extensions by the Respondent shall be made in writing to the Executive Director. Extensions are not effective until the Respondent receives written approval from the Executive Director. The determination of what constitutes good cause rests solely with the Executive Director.

- 5. This Agreed Order, issued by the Commission, shall not be admissible against the Respondent in a civil proceeding, unless the proceeding is brought by the OAG to: (1) enforce the terms of this Agreed Order; or (2) pursue violations of a statute within the Commission's jurisdiction, or of a rule adopted or an order or permit issued by the Commission under such a statute.
- This Agreed Order may be executed in separate and multiple counterparts, which 6. together shall constitute a single instrument. Any page of this Agreed Order may be copied, scanned, digitized, converted to electronic portable document format ("pdf"), or otherwise reproduced and may be transmitted by digital or electronic transmission, including but not limited to facsimile transmission and electronic mail. Any signature affixed to this Agreed Order shall constitute an original signature for all purposes and may be used, filed, substituted, or issued for any purpose for which an original signature could be used. The term "signature" shall include manual signatures and true and accurate reproductions of manual signatures created, executed, endorsed, adopted, or authorized by the person or persons to whom the signatures are attributable. Signatures may be copied or reproduced digitally, electronically, by photocopying, engraving, imprinting, lithographing, electronic mail, facsimile transmission, stamping, or any other means or process which the Executive Director deems acceptable. In this paragraph exclusively, the terms "electronic transmission", "owner", "person", "writing", and "written" shall have the meanings assigned to them under TEX. BUS. ORG. CODE § 1.002.
- 7. Under 30 Tex. Admin. Code § 70.10(b), the effective date is the date of hand-delivery of the Order to the Respondent, or three days after the date on which the Commission mails notice of the Order to the Respondent, whichever is earlier. The Chief Clerk shall provide a copy of this Agreed Order to each of the parties.

SIGNATURE PAGE

TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

For the Com	mission				
For the Exec). Hyll utive Director		9/22/ Date	11	
agree to the do agree to t	signed, have read and attached Agreed Ord he terms and condition yment for the penalty	ler on behalf of the ons specified there	e entity indicated be in. I further ackno	elow my signa wledge that th	ature, and I he TCEO, in
and/or failur	stand that failure to e to timely pay the per ative impact on comp er scrutiny of any per ral of this case to the onal penalties, and/onsed penalties in any matic referral to the	enalty amount, may oliance history; mit applications so he Attorney General or attorney fees, or future enforcement Attorney General's	y result in: ubmitted; ral's Office for conto a collection agento actions; s Office of any future.	ntempt, injun cy; ure enforceme	ective relief,
In addition, a	any falsification of any	y compliance docu —	ments may result in Bate	ı criminal pro	secution.
Name (Printe Authorized R City of Kerryi	epresentative of		City /	Janager	

Instructions: Send the original, signed Agreed Order with penalty payment to the Financial Administration Division, Revenues Section at the address in Section IV, Paragraph 1 of this Agreed Order.